

SENIOR FIRE INSPECTOR

DEFINITION

To plan, organize, supervise and perform technical duties in the areas of plan review, fire inspection, public fire education and investigative work of the Fire Prevention Division; to review and resolve difficult and complex inspections, permit issuance and enforcement problems, issues and conflicts; to provide staff with technical assistance and direction in the performance of plan reviews; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The supervisor level position performs full, first-line supervisory responsibilities including planning, assigning and evaluating the work of subordinates and are responsible for a work unit within a section or department.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Fire Marshal.

Exercises direct supervision over assigned staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Supervise, review, prioritize and assign work to assigned staff.

Act in the capacity of the Fire Marshal as assigned during an absence.

Review and evaluate employee's work performance; work with employee to correct deficiencies; implement discipline procedures as directed.

Participate in the selection of staff and provide or coordinate staff training.

Perform fire safety inspections of residential, commercial, industrial properties and places of assembly to determine compliance with fire prevention codes and ordinances.

Inspect, post and issue weed abatement notices; issue written notices requiring the abatement of fire and related health and safety code violations; re-inspect to determine compliance has been achieved on all violations.

Perform fire and safety clearance inspections for new business licenses; participate in disaster preparedness programs.

Assist Fire Marshal by acting as the lead fire investigator and conducting fire investigations to determine origin and cause; may testify in court.

Review plans for code compliance with applicable fire and building codes including, but not limited to, checking underground fire mains, fire alarm systems, fire suppression systems, and hazardous materials storage.

Research and review fire legislation, codes and ordinances.

Develop/prepare handouts and materials and conduct fire prevention educational programs; provide technical information concerning fire code requirements.

Communicate with fire dispatch and other employees during emergency and non-emergency situations using a two-way radio.

Assist in the instruction and training of less experienced staff.

Conduct inspections to ensure proper storage, handling and use of hazardous materials.

Respond and investigate citizen complaints of reported fire and/or safety hazards.

Work with other agencies and City departments as needed.

Respond to emergency situations in off-hours as required.

Observe safe work methods and use safety equipment; operate City vehicles skillfully and safely.

Maintain records pertaining to inspections and actions taken using a computer.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Perform other related duties as assigned.

Knowledge of:

Principles and practices of supervision, training, and performance evaluation.

Principles of effective training and program evaluation.

Principles and practices of fire safety inspections.

Methods and techniques of fire prevention and fire investigation.

Pertinent codes, rules, laws, and ordinances related to area of assignment.

Building materials and construction and fire alarm and suppression systems.

Principles and practices of training, assigning, and reviewing the work of others.

Principles and practices of conflict resolution.

Principles and practices of customer service.

Safe work methods and safety regulations pertaining to the work.

Computer equipment related to assignment.

English usage, spelling, grammar, and punctuation.

Ability to:

Plan, organize, train, motivate, evaluate and supervise the work of assigned staff.

Provide guidance and technical expertise to Fire Prevention staff and activities.

Perform fire prevention inspections and identify violations of applicable codes and regulations; participate in fire investigations and testify in court.

Recognize fire hazards common to places of public assembly, manufacturing, commercial and residential buildings.

Read, interpret, and apply local and state codes, laws, and ordinances pertaining to fire prevention and hazardous materials.

Review building plans as they relate to fire code requirements.

Perform fire and safety clearance inspections for new business licenses; gain voluntary compliance with code requirements.

Lead, assign and review the work of others.

Train others in fire code regulations, fire prevention, inspection and related subjects.

Investigate citizen complaints of reported fire and/or safety hazards.

Drive City vehicles observing legal and defensive driving practices.

Perform work in accordance with safety regulations, guidelines, and practices.

Use initiative and sound independent judgment within established guidelines.

Prepare written correspondence, reports and keep work related records using a computer.

Use a two-way radio.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three-years of responsible experience in a variety of fire prevention work, including one-year of supervisory or lead responsibility.

Training:

Completion of the twelfth grade supplemented by successful completion of college level courses in fire prevention, fire science, fire protection, engineering, plan checking, building construction, business management, or a related field.

License and Certificate:

Possession of a valid California driver's license.

P.C. 832 and California State Fire Marshal's courses in Fire Prevention 2A and b2B and Fire Investigation 2A and 2B within one-year of appointment.

PHYSICAL DEMANDS

On a continuous basis, sit at a desk, walk, or stand up for long periods of time. Intermittently twist and reach office equipment; write or use a keyboard to communicate through written means; lift up to 65-pounds and may lift up to 75-pounds with assistance. Drive a motorized vehicle, walk on uneven surfaces, kneel, stoop, bend, and climb up or down slopes while conducting field inspection. See in the normal vision range with or without correction to read typical business documents, computer screens, blueprints, and drafting plans; hear in the normal range with or without correction.

WORKING ENVIRONMENT

Work is performed indoors and outdoors; when indoors it is in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level; when outdoors, it is with exposure to a variety of weather conditions; exposure to traffic, noise, physical barriers, and around heavy equipment and hazardous substances; work on slippery or uneven surfaces; and work in conditions involving fire, chemicals, and fire debris.

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